PRE-DESIGN MEETING PREPARATION CHECKLIST

Pre-Design Meeting Preparation – Design Engineer
☐ Project team and expertise; project lead, internal quality assurance
☐ Design criteria and standards to be used
☐ General list of alternatives available
☐ Additional data needs to further define alternatives, dam, foundation or borrow sources
☐ A preliminary schedule for the project

Pre-Design Meeting Preparation – MTDSP
☐ MTDSP Engineering staff assigned and Project Lead
☐ Design criteria and standards – recommendations
☐ Expectations:
  o Submittals
  o Design analysis
  o Design report components
  o Timing (if restriction or operation permit condition in place)
  o External review (Internal, State Consultant or Owner funded review panel)
  o Inspection and oversight flexibility
☐ Communication protocol to be used

Pre-Design Meeting Preparation – Dam Owner
☐ Primary owner contact
☐ Reservoir operation constraints / required releases
☐ Time and budget constraints
☐ Site access constraints

Considerations/Questions
☐ Is there a need to construct the project in phases for cost or other reasons?
☐ Will the proposed work change the hazard classification of the dam?
☐ Can the owner assist with any portion of the project to reduce costs?
☐ Will other government agencies need to be involved in the project?
☐ Are there environmental concerns with potential to dictate project direction?